

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: El Paso Water Utilities

AGENDA DATE: 07/12/05

CONTACT PERSON/PHONE: El Paso Water Utilities, Fred Loweree, (915) 594-5501

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Personal Services Contract for IT Personnel

BACKGROUND / DISCUSSION:

Renewal of IT Contracts.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Already funded for FY/05

Fund Source: 702-730

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Contract between the **CITY OF EL PASO** and **ARMANDO R. RENTERIA**, to assist the El Paso Water Utilities as an Information Services Manager at an hourly rate of \$41.12 for 40 hours per week. The term of the contract shall be for the period of July 20, 2005 through July 19, 2006.

APPROVED this _____ day of July, 2005.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Robert D. Andron,
General Counsel, EPWU

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ARMANDO R. RENTERIA**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as an Information Services Manager; and,

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas. Contract Employee agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 20, 2005 and be completed by July 19, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid hourly at the rate of Forty-One and 12/100 Dollars (\$41.12) for forty (40) hours per week. Employee is classified as an exempt employee under the FSLA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

10. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso
El Paso Water Utilities Department
Attn: General Manager
1154 Hawkins Boulevard
El Paso, Texas 79925

EMPLOYEE: Armando R. Renteria

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this _____ day of July, 2005.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager

Name: Armando Renteria
SSN:

Approved as to Content:

Approved as to Form:

Edmund G. Archuleta
General Manager, EPWU

Robert D. Andron
General Counsel, EPWU

ATTACHMENT A SCOPE OF DUTIES STATEMENT

INFORMATION SERVICES MANAGER

(EPWU CONTRACT POSITION)

Summary

Under administrative direction, direct, plan and coordinate an independent information services function of the El Paso Water Utilities, or other comparable large, complex municipal department.

Typical Duties

Manage, formulate and implement administrative practices, policies and techniques for information services operations. Involves: projecting long and short range information services requirements; managing and reviewing division's capital planning and operating budget; defining capital requirements for new computer systems; evaluating proposed computer equipment including support requirements, cost/benefits, and suitability to the task; ensuring the stability and security of computer systems by developing and enforcing related information services policies and procedures.

Provide advice and direction regarding new developments in information processing, database management, and security issues. Involves: coordinating users and staff in identifying business needs and determining functional requirements; establishing information services goals and priorities; recommending acquisition of new computer systems and new applications for current computer equipment for all divisions to improve departmental effectiveness; simultaneously manage multiple projects in a variety of matrix and staff situations; participating in planning committees related to information services; ensuring that computer products and services meet current and future business requirements; interfacing with city departments, public agencies and other organizations regarding cooperative data sharing projects.

Plan, coordinate and direct the work activities, professional development and training of information services personnel. Involves: staffing functional areas with appropriate managerial, professional and technical personnel; supervising, mentoring, and coaching information services staff; prioritizing and assigning work; providing subordinates with methods and instruction on cost justification, prioritization, reporting techniques and expectations; reviewing and evaluating work performance and ensuring compliance with Department and City personnel policies and procedures. Perform other related managerial work as required.

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Management Information Systems, Mathematics, Computer Sciences, or closely related field and six years of professional experience in automated information systems including systems analysis, applications programming, relational databases, data communications and networking, and including two years management experience involving supervision of systems analysis/programming, or database or network administration professionals, or an equivalent combination of training and experience.

Armando R. Renteria

Objective

Full time management position utilizing my expertise and experience in MIS to contribute to EPWU's strategic goals.

Experience

El Paso Water Utilities July 1998 - Present

Information Services Manager

Develop, implement and manage administrative practices, policies and techniques for El Paso Water Utilities Information Services operations. Project long and short range information services requirements; Prepare, manage and review division's IT capital planning and operating budget; define capital requirements for new computer systems; evaluate proposed computer equipment including support requirements, cost/benefits, and suitability to the task; ensure the stability and security of computer systems by developing and enforcing related information services policies and procedures.

Provide advice and direction regarding new developments in information processing, database management, and security issues. Involves coordinating users and staff in identifying business needs and determining functional requirements; establishing information services goals and priorities; recommending acquisition of new computer systems and new applications for current computer equipment for all divisions to improve departmental effectiveness; simultaneously manage multiple projects in a variety of matrix and staff situations; participating in planning committees related to information services; ensuring that computer products and services meet current and future business requirements; interfacing with city departments, public agencies and other organizations regarding data sharing projects.

Plan, coordinate and direct the work activities, professional development and training of information services personnel; Involves staffing functional areas with appropriate managerial, professional and technical personnel, supervision, mentoring, and coaching information services staff; prioritizing and assigning work; providing subordinates with methods and instructions of cost justification, prioritization, reporting techniques and expectations; reviewing and evaluating work performance and ensuring compliance with EPWU policies and procedures. Perform other related managerial and system administrative work as required.

El Paso Water Utilities February 1996 – July 1998

Database Administrator

Evaluate, select, install and maintain database hardware and software for the EPWU's PeopleSoft HRMS Payroll and Financial systems. The systems consisted of multiple integrated relational databases all configured in a Novel 4.0 client server network. Design, create, analyze and maintain multiple development, staging and production databases. Work with programmers, analysts, network technicians, system administrators and users to resolve problems, establish procedures and provide technical support. Work with the Network Administrator and Application Coordinator to allocate resources, configure local and remote clients and optimize system performance. Establish and implement system backup and recovery procedures. Implement and maintain database security by assigning privileges, passwords and user roles. Perform UNIX system administration and database capacity planning by evaluating table growth and implementing adjustments to increase workspace or buffer sizes. In the absence of the I.S. manager I served as acting supervisor for the Application Coordinator, GIS Administrator, Network Administrator and Programmer Analyst personnel.

El Paso Water Utilities September 1984 – February 1996

Programmer Analyst

Evaluate, analyze and install relational database applications using ORACLE 7.1.4, in an integrated client server environment. Designed database systems, analyzed database problems, performed data recovery, worked with programmers, analysts and users to resolve problems, establishing operating procedures, providing technical support, performing system administration and system programming for a DEC OSF/1 operating system installed on the DEC ALPHA database server. I also worked with the Network Administrator to allocate client server system resources and optimize system performance. This included monitoring the databases and adjusting parameters such as free space, workspace and buffer sizes that optimize data access and user response time. I ensured the accuracy of data conversion specifications, database software installation, upgrades, maintenance, customization, data recovery procedures, data resource standards and database security. I supervised a programmer, a programmer analyst and three computer operators.

El Paso Water Utilities September 1981 – September 1984

Computer Programmer I

Design, write, implement and maintain customer billing, payroll, meter reading, accounts payable, accounts receivable, assets management, vehicle maintenance, general ledger and stores inventory programs written in COBOL, RPG II, and Assembler. Planned, designed and implemented job control decks and operating procedures for the computer operators. Evaluated and installed mainframe computer software and hardware. Performed customer database preventive maintenance and recovery.

El Paso Water Utilities December 1976 – September 1981

Computer Operator I

Assigned to Data Processing Department Computer Operations as a trainee in December 1976, promoted to Computer Operator I in March 1979. Operated an IBM-370-135 mainframe and related computer equipment (tape drives, printers, card reader, card punch, card sorter, card collator, disk drives etc.) to execute jobs that included database maintenance, customer billing, payroll, meter reading, accounts payable, accounts receivable, assets management, vehicle maintenance, general ledger, stores inventory. Performed file backups and recovery procedures on an IBM DL/I customer database and related indexed and sequential data files. Some minor programming was done using COBOL to recover from program abends.

Technical Skills

Computer Programming Languages:

COBOL, RPGII, Assembler, SQL, HTML, and C++

Operating Systems:

IBM VSE, IBM AIX, Digital UNIX, Solaris UNIX, Windows NT, 2000, XP

Enterprise Applications:

PeopleSoft HR/Financials, Hansen, LIMS, Systems & Software MUPS

RDBMS Software:

ORACLE, UNIDATA, ACCESS, and PARADOX

Hardware:

Personal computers, Printers, Client servers, Mainframes, Handheld meter reading devices and Wireless devices

Education

Associate Degree Business Administration, El Paso Community College, 1976

B.S. Computer Management/Information Systems, Park College, 1997